

**MONTANA STATE PRISON
600 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722
INTERNAL/EXTERNAL**

Job Title: Plumber	Pay Grade: Blue Collar 13
Position Number: 22534	Salary: \$19.45/hr
Classification Code: 998603	Bargaining Unit:
Division: Montana State Prison	Plumbers & Pipefitters
Location: Deer Lodge, MT	Status: Permanent/Full-time
Supplement Required: Yes*	

To Apply: Submit a State of Montana employee application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications must be received by July 11, 2008. **(*Attach a completed copy of the Reference and Criminal Background Check authorization form to application.)**

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions.

Typical Duties: Performs general building and equipment repair along with minor construction within all of the plumbing and piping trade; trains inmates in all aspects of the plumbing trade; maintains all equipment used in the plumbing and piping trade; performs all security duties required; performs fire fighting and damage control duties' maintains a sanitary sewage system; performs related duties as required.

Qualifications: Thorough knowledge of all types of Plumbing/Pipefitting work including layout, installation, fabrication and testing of finished or manufactured products. Must be skilled in the Plumbing/Pipefitting profession. Must have the ability to communicate effectively verbally and in writing, to develop and maintain an effective working relationship.

Education & Experience: The above qualifications are typically acquired through graduation for a Vo-Tech School in the Plumbing/Pipefitting profession along with the completion of a formal Plumbing/Pipefitting apprenticeship. Must obtain a Montana Plumber's License and a Montana Water and Waste Manager's License.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Blue Collar grade 12 on the state's general blue-collar pay matrix. The current hourly salary is \$19.45. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel

Office at (406)846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 5/03 or later). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be part of the selection process. An overall score of 70 percent must be attained in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. All Montana State Prison buildings are smoke-free. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**MONTANA DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____

(Please print or type)

Other Names Used: _____

Social Security Number: _____ Date of Birth _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date _____ Jurisdiction _____

APPLICANT'S SIGNATURE DATE
